

City of Fort Worth, Texas

Job Description

Classification Title	City Secretary		
Job Code:	AP1051	Job Family:	Appointed
Pay Grade		Date Created:	09/03/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans, directs, manages and oversees the activities and operation of the City Secretary Department. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the City Council.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assumes full management responsibility for all department services and activities; prepares, records, and files City records; directs City elections; and recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of services offered by the department; and allocates resources accordingly.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of city records and city election coordination programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of City records and City election coordination program services.
5. Plans, directs and coordinates, through subordinate level employees, the City Secretary Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; and meets with key staff to identify and resolve problems.
6. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
7. Provides executive level staff support to the City Council; coordinates agenda items; attends meetings; records minutes of meetings; ensures meetings comply with mandated requirements including the Texas Open Meetings Law; arranges for preparation and distribution of minutes as required; notifies departments and citizens

of City Council decisions; arranges visits and press conferences for City Council; assists in planning City Council functions.

8. Directs and participates in research to gather facts and information for City Council decisions; and prepares narratives and reports as required.
9. Acts as city recorder; maintains custody of city seal; affixes to documents and obligations of the city as required; countersigns city legal documents; recommends rules and regulations to be adopted to protect municipal records; establishes systems to file and maintain official records including minutes, ordinances, resolutions, contracts, judgments, surety bonds, deeds, elections and other records; and ensures all records are maintained in compliance with mandated requirements.
10. Acts as city secretary; receives documentation associated with civil processes and claims against the city; and answers court summons and make official appearances.
11. Directs work involving municipal elections; arranges for election judges and election workers; monitors election procedures during election process; ensures compliance with Texas Local Government law and election rules and regulations; responds to questions regarding policies and procedures; and ensures records or open to the public.
12. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates co-worker training; works with subordinate co-workers to correct deficiencies; and implements discipline and termination procedures.
13. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
14. Explains, justifies and defends department programs, policies and activities; and negotiates and resolves sensitive and controversial issues.
15. Represents the City Secretary Department to other departments, elected officials and outside agencies.
16. Attends and participates in professional group meetings; and stays abreast of current legislation regarding City Council, municipal elections or city records.
17. Responds to and resolve difficult and sensitive citizen inquiries and complaints.
18. Performs other related duties as required.
19. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a comprehensive city records and city elections coordination program.

- City charter and laws governing the operation of the city government.
- Rules and regulations of the Texas Open Meeting Law and the Texas Open Records Law.
- Principles, practices, methods and techniques of official record maintenance and retention.
- Principles and practices of recording and filing city records.
- Principles and practices of program development and administration.
- Rules, regulations and laws governing city elections.
- Principles and practices of municipal budget preparation and administration.
- Recent developments, current literature and sources of information related to city records and city election coordination activities.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Leadership and delegation.
 - Strategic and critical thinking.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and concisely, both orally and in writing.
 - Plan, Manage and direct a comprehensive city records and city election program.
 - Develop and administer departmental goals, objectives and procedures.
 - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
 - Identify and respond to sensitive community and organizational issues, concerns and needs.
 - Plan, organize, direct and coordinate the work of subordinate employees.
 - Delegate authority and responsibility.
 - Select, supervise, train and evaluate subordinate employees.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods and techniques.
 - Perform city secretary duties for the City Council including recording official minutes.
 - Perform city recorder duties for city documents including minutes, ordinances, resolutions, contracts, judgments, surety bonds, deeds, elections and other records.
 - Plan, direct and conduct city elections.
 - Prepare clear and concise administrative and financial reports.
 - Prepare and administer large and complex budgets.
 - Interpret and apply applicable federal, state and local policies, laws and regulations.
 - Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, library science, records management or a closely related field and eight years of increasingly responsible public administration experience, including three years of administrative and supervisory experience.

OTHER REQUIREMENTS

Possession of, or ability to obtain, certification as a municipal clerk in the State of Texas.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.